

Nutrition 490 Field Experience in Dietetics

Summer 2021

Student Handbook



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Course Description and Objectives

The Field Experience in Dietetics (NUTR 490) is a 3-credit course that is completed in the summer semester between your junior and senior years. This field experience is directly related to your major area of dietetics and your career goals under the coordination of a dietetics faculty member. On-the-job supervision will be provided by the participating hospital dietitians and managers. You must enroll for the course through **MyMadison**, as you do for any course, and will be responsible for paying tuition for the course as required by James Madison University. Please note that financial aid for summer classes can be difficult to obtain.

Course Learning Objectives: At the completion of this course students will be able to:

1. State the overall goals, organizational structure, and policies of the work organization.
2. Identify the responsibilities and duties of the site supervisor and relate those duties to courses required in the program.
3. Demonstrate the ability to recognize and work effectively without prejudice, bias, or discrimination.
4. Distinguish between appropriate and inappropriate appearance in a variety of settings.
5. Describe policies and procedures for providing nutritional care to clients.
6. Describe policies and procedures for providing institutional food service.
7. Demonstrate a variety of skills needed to function as a hospital dietitian/nutritionist.
8. Acquire the knowledge and conduct the activities needed to complete a set of worksheets that will give experience in working both in food service systems and clinical dietetics.
9. Identify a hospitalized patient to serve as a case study and collect in-depth information needed for writing a report about the disease, its treatment, and the therapeutic use of diet in the healing process.

Course Expectations & Requirements

You will be provided a tentative version of the official NUTR 490 – Field Experience in Dietetics Syllabus in the Spring semester, prior to the summer field experience, which will detail all elements of the course expectations. However, summarized below are some of the overall course expectations, assignments and communication expectations for the course.

The student enrolled in the three (3) credit hour field experience is required to work **100 hours**, which should be spaced over at least 6 weeks. Weekly report preparation, completion of 14 dietetics-focused worksheets, completion of a comprehensive case study, and readings for case study research or for other special assignments are typically over and above these hours. The work hours should be flexible to allow for observing all aspects of the foodservice and/or nutrition

departments. There may be some days you will be asked to report to work at 5:30 or 6:00 a.m. to observe the breakfast cooks. You will not be compensated financially by the university or the practicum site for time spent in this class.

Although there are worksheets to complete, and the guidelines of this course are to be met, there is a great deal of intentional flexibility. Students are to follow the instructions given by the RDN preceptor at the health care organization, and should be eager to learn any type of information that the dietitians and foodservice managers have to offer. In some cases, assignments may be made for which there is no worksheet on Canvas. This is to be expected. The student should NOT indicate to the supervisor that he or she has already learned the requested information, or that the worksheet is to be completed during the specified week, and that the guidelines must be followed. The hospital supervisor will see that the requirements are met by the time the course has ended, but the student is responsible for completing any assignments that the dietitians give.

Worksheets for the class will be available to students in Canvas. Worksheet responses will be submitted to the course instructor as quiz assignments in Canvas. The quizzes should not be completed during your work hours each week. They are like homework for any other class. The other course requirements include weekly reports, readings, critiques, and completion of a case study on a client. The final grade is assigned by the university course instructor. You will be evaluated by your preceptor and you will evaluate the preceptor. Forms for both evaluations are included on Canvas.

Attendance: Participation & Engagement

Given the ongoing situation with the COVID-19 global pandemic during the Summer of 2021, while some of the students will be able to complete this field experience in nutrition and dietetics “on site”, other students will be completing this course virtually or online. Regardless, all students will be expected to professionally communicate with their site preceptors, which may include the RDN clinical nutrition manager, clinical practice RDN, management RDN, and/or foodservice managers to establish their ability, willingness and commitment in serving as their preceptor through this virtual/online format. On-site students should work closely with their preceptors to establish their schedule to ensure that they receive a robust learning experience to fulfill all the course requirements and expectations, including the completion of the various worksheets, the case study and completion of any other relevant projects.

Expectations for Professionalism and Conduct:

1. Students are responsible for **registering for classes** and for verifying their class schedules on **MyMadison**.
2. At all points of this process, from initial contact with the RDN or the institution through your final evaluation of your preceptor, you are expected to behave as a

professional. You are representing James Madison University, the Dept. of Health Professions, the Dietetics Program, and yourself during this practicum.

3. Students are expected to **establish a professional rapport** with their site preceptor, whether via email, phone call, Zoom Meetings or in-person meetings and interactions “on site”. To start with, this means respectful communication. However, it is so much more. According to the website www.mindtools.com, building professional rapport involves six basic steps of:
 - Check your appearance.
 - Remember the basics of good communication.
 - Find common ground.
 - Create shared experiences.
 - Be empathic.
 - Mirror and match mannerisms and speech appropriately.

Finding common ground and creating shared experiences and connections often means asking “rapport-building questions”. Effective questions that you may consider to establish rapport and build a professional relationship with your preceptor can demonstrate your interest in the preceptor, his/her role, education and career path, their decision to focus in their current area of expertise, and other valuable learning experiences or life lessons they have gained. *Reach out to your course instructor if you would like to learn more about building a professional connection and rapport with your preceptor!*

4. Assignments should be prepared in a professional manner and computer-processed in a Microsoft word document. **Items submitted after the due date will not receive full credit.** All worksheets, the case study, weekly reports and evaluations, must be completed and submitted by the due date to potentially earn full credit. Submission of any of these items later than 1 week will result in **zero points for that item.**
5. Students attending on-site placements are expected to **dress in a professional manner** that is compatible with the dress code of the cooperating site. You will be expected to follow any dress code of the medical center. Your supervising RDN will tell you if uniforms or lab coats should be worn. Lab coats or uniforms should be clean and neatly pressed, not crumpled. Lab coats should be worn over dresses or dress slacks, never over shorts or jeans. Check with the supervising agency about the dress code.
6. Students completing the course virtually are expected to have frequent, regular and professional communications with their RDN preceptor to learn about their role and the department’s organization and function in providing nutrition and dietetics services to the facility’s patients. You are expected to demonstrate:
 - Respectful and clear communications with RDN preceptors and managers via conference calls or virtual meetings
 - Timely response and communication with preceptors
 - Respect of patient and client confidentiality
 - Other actions at the discretion of your site

Instructional Activities and Resources

1. Guided learning through inquiry, questioning, discussion, and mentoring by the supervising RDN, participating site contacts (including RDNs and managers) for virtual communications and learning, as well as the course instructor.
2. Practical knowledge and skills development through either on-site (preferable) or virtual/online learning about the hospital organization, the Nutrition or Dietetics Department, and the role of the RDNs and managers
3. Reading materials provided by the supervising dietitian or course instructor.
4. Other activities and resources as necessary to meet instructional goals as determined by preceptor and or course instructor. In addition to the worksheets and assignments needed to be completed for the course, preceptors reserve the right to assign you independent assignments that will assist in your learning and help to benefit the site.

Course Changes for Summer of 2021

Given the ongoing global health crisis with the COVID-19 pandemic during the Summer of 2021, **the completion of this course through an on-site placement will be optional and dependent on the health care facility's position on taking on-site students.** Based on this, it is possible that many of the students in the Summer 2021 cohort will be completing this course virtually or online. For this to occur, the expectation is that all students will need to establish a connection to their sites to obtain a preceptor's commitment to work with them to engage in Zoom Sessions or conference calls so the student can interview the appropriate clinical or management RDN or manager to obtain the information needed to complete the field experience activities, which include practice related worksheets in the areas of clinical nutrition and foodservice management and the major case study.

In addition, during the implementation of the course for the Summer of 2021, several "Alternative Learning Experiences" (ALEs) have been developed so that students can substitute some of these experiences, if needed, for some of the practice worksheets in the event that the health care facility is unable to effectively assist the student in completing the handout. These alternative experiences are focused on "independent" work based on exposure to clinical, counseling or foodservice cases/learning.

The students who will be able to attend an "on-site" experience will need to follow specific college and department-based guidelines to ensure their health and safety. As a program, we have decided to restrict our students from providing direct patient care to COVID-19 patients. Students will only be permitted to begin their experience at the site after the practice site preceptor is contacted by the course instructor to obtain the following:

- Facility's policies and procedures to ensure student safety while on site
- Measures the facility has in place for providing PPE and specific safety guidelines to students to ensure their safety
- Precautions or guidelines for safety to reduce the potential for contamination or the spread to a family member or someone the student lives/stays with.

Experience Expectations:

The student enrolled in the experience must complete a **minimum of 100 contact hours either:**

- a. **On site** - for those students who have secured a site for Summer 2021
 - All health care organizations and facilities that allow students on site for Field Experience will need separate approval from the Dean's Office from the College of Health and Behavioral Sciences (CHBS). The class instructor will communicate these expectations directly to the facility.
 - These expectations may include wording about
 1. Safety measures taken by the site to ensure the safety of students. For example, requiring face coverings at all times; promoting physical distancing; regular cleaning of equipment between clients; regular cleaning of common area.
 2. The program will maintain regular contact with student and site supervisor; Prohibit students from providing direct patient care to patients/clients or interacting with individual that have tested positive or are presumptive positive for COVID-19; Provide guidelines for safe re-entry.
 3. What PPE will be provided by the site.
 4. What PPE the site requires the student to provide.

OR

- b. **Virtually/online** through professional virtual interactions with RDN and manager preceptors.

All contact with preceptors to complete coursework should occur over no less than 4 weeks, usually a minimum of 6 weeks. Further, the 100 hours are calculated to include engagement in work related to communication with site preceptors, managers or contacts for completion of:

- The Practice Worksheets
- The Case Study

Alternative learning experiences will be permitted to account for up to 3 of the rotation worksheets. The above activities will count towards the **100 hours**, which will be submitted through the **Completed Hours Form** at the end of the course.

Standards of Performance and Evaluation – Tentative

Grades in this course will be based upon cumulative point totals from each of the following:

| | |
|--|-------------------|
| • Completed worksheets (14, points vary) | 250 Points |
| • Weekly Reports | 75 Points |
| • Case Study | 100 Points |
| • Preceptor/Instructor Evaluation | 50 Points |
| • <u>Student Evaluation of the Preceptor</u> | <u>25 Points</u> |
| Total | 500 Points |

Field Experience Worksheets:

- Worksheet 1 – Organizational Structure and Goals: **Meets KRDN 2.5***
- Worksheet 2 – Diet Orders and Diet Manual
- Worksheet 3 – Patient Medical Record
- Worksheet 4 – Nutrition Assessment
- Worksheet 5 – Nutrition Screening
- Worksheet 6 – Nutrition Support, EN versus PN
- Worksheet 7 – JCAHO & Accreditation
- Worksheet 8 – Menu Writing
- Worksheet 9 – Procurement & Purchasing
- Worksheet 10 – Budget & Cost Analysis
- Worksheet 11 – Interprofessional Teams: **Meets KRDN 2.8***
- Worksheet 12 – Patient Services and Food Delivery: **Meets KRDN 3.4***
- Worksheet 13 – Safety and Sanitation
- Worksheet 14 – Human Resources & Scheduling

** Assessed in accordance with Required Element 6.1b per the ACEND KRDN Student Learning Outcomes Assessment Plan.*

Case Study Requirement:

Students are responsible for collecting data from a patient and for writing a comprehensive case study. With the help of the RDN preceptor or a designee, a patient will be selected for an in-depth study. The student will need to read background material about the disorder, become familiar with the diet the patient is on, get information from patient charts that is needed, and write a detailed case about the patient following the below guidelines. The paper should be double-spaced and no longer than 18 pages, including a minimum of references. Submit the paper on Canvas. It should be submitted no later than five days after the field experience hours are completed.

Arranging Your Field Experience: Student Expectations

You will be expected to arrange your own site and preceptors for this experience. The course instructor will discuss NUTR 490 during special meetings held in the fall semester of the junior year after you are fully admitted to the program. During those meetings you will hear about best ways to approach someone to ask them to work with you for this course and all course requirements.

You will be required to contact Registered Dietitian Nutritionists (RDNs) in the area in which you wish to complete your field experience to discuss the course and see if the RDN is willing to work with you to complete the experiences. The course instructor can provide information on preceptors that have been used in previous semesters to aid your search for a location. The main contact person (preceptor) at the institution must be a) an RDN and b) be licensed in his/her state of practice, if required, and sites must be fully accredited medical centers.

You will be provided with a letter of introduction that can be shared with RDNs via email and as you speak with them to request that they serve as your primary RDN preceptor for the Summer Field Experience. The email template describes the course, explains that the course is required in your undergraduate program, briefly outlines your educational preparation for the experience, and clarifies that you are not to be used to replace an employee during the practicum. A listing of competencies expected to result from the class is also provided so the preceptors can determine if they and their institution can participate in this course. **Please refer to the email template found in Appendix A.**

Once a Registered Dietitian/Nutritionist has agreed to work with you, he or she will need to complete the “**Preceptor Qualifications**” form found in **Appendix B** of this manual and you need to give that form to the course instructor by **April 15th** prior to your summer experience. The course instructor will determine if the site is appropriate and the preceptor is fully qualified to work with you for this course and will notify you of his or her decision by the end of April. Students will evaluate their preceptors at the conclusion of the practicum. This information will be used by the course instructor for judging the appropriateness of using the preceptor in future rotations.

Course Instructor Role

The course instructor has prepared a **Field Experience in Dietetics – Preceptor Handbook** for preceptors about best practices for precepting students and the requirements of this course. Approved preceptors will be provided the **Preceptor Handbook** and are expected to review the preceptor expectations prior to the experience, especially if they have not served as a preceptor for this class before.

The course instructor will serve as your guide and resource throughout the course and will manage the course expectations, communications and assignment review via the Course Canvas site. The instructor will communicate frequently with students via regular weekly announcements and individual emails. The instructor will

also maintain contact with preceptors over the timeframe of the practicum. Preceptors are encouraged to contact the course instructor with suggestions for improving the class and class materials, any difficulties encountered during the class and feedback concerning the performance of the student during the practicum. The course instructor will mediate disagreements between preceptors and students as needed.

Memorandum of Agreement

James Madison University and the facility in which the RDN works will need to enter into a Memorandum of Agreement (contract) outlining the responsibilities of all parties involved. These include what the medical center needs to provide, the role of the university to conduct and evaluate your performance in the class, and your responsibilities as a student during your experiences. A Memorandum of Agreement is included in Appendix C of this handbook. Many medical centers will want to use a contract developed for their institution, rather than the one included here. That is acceptable; however, we will need to have the institution provide the contract to the course instructor. The instructor will see that contract is processed and signed by the appropriate university officials. Contracts are required for all facilities used as sites for this class.

Background Checks and Drug Screens

Most medical centers will require that you complete a criminal background check and a urinary test to detect illegal substances. You will be required to pay any charges incurred to complete these requirements to the satisfaction of the practicum site.

Policy on Insurance Coverage

Agencies who cooperate with the dietetic field experiences need to know how student health expenses and liability will be handled in the event the student becomes ill or becomes involved in a professional liability situation. These two matters should be clarified with the agency prior to beginning the field experience.

The DPD accepts no responsibility for health or mental care of the student above that provided to all students by the University Health Center and the Counseling Center. The university does not provide health insurance policies, and encourages students to seek coverage under the policy of their parents, in the Marketplace, or through a company of their choice as outlined here <http://www.jmu.edu/healthcenter/StudentCare/insurance.shtml>.

This course requires no direct patient or client care; therefore, liability insurance is not required by the program. If liability coverage is required by one of the experience sites used for NUTR 490 Field Experience in Dietetics, the university liability policy is extended to your activities at that site. The Certificate of Coverage is described by the Risk Management Office on their web site at <https://www.jmu.edu/riskmgmt/certcov.shtml>.

The Academy of Nutrition and Dietetics endorses Mercer Consumer Professional Liability Insurance administered by Mercer Consumer (formerly Marsh USA). Professional liability insurance is available for private practice or traditional employment at reduced member rates. Contact Mercer Consumer for information on the availability of policies covering students.

Students in the DPD are responsible for arranging their own travel as necessary to meet program requirements. The DPD assumes no liability for safety of students in travel to and from the university and any other instructional site, such as field trips. The program assumes no liability for travel necessary between a student's home and a site used for experiential learning in NUTR 490, nor for travel between the student's home and the university.

The Department of Risk Management provides suggestions for safety during fieldwork and has prepared a manual accessible here http://www.jmu.edu/riskmgmt/wm_library/Fieldworks_Guide_110216.pdf.

Field Experience in Dietetics

Appendices

Appendix A

Email Template & Guide for Field Experience Preceptors: Summer of 2021

Request for Preceptor Support for Completing the Course either “On-Site” OR “Virtually” (Depending on Site Policy)

Dear Ms. or Mr. _____

CC: Ana Abad-Jorge, Ed.D., RDN

I hope that you are doing well and remain healthy through the COVID-19 pandemic (Or other appropriate greeting).

I am reaching out to ask if you would be able to serve as my RDN preceptor for my on-site completion of the **NUTR 490 Field Experience in Dietetics** course this coming Summer 2021 at _____ (facility name). This Field Experience course provides JMU students with the opportunity to work with and learn from practicing clinical and management RDNs and thus would provide me relevant and practical knowledge and a competitive edge as I apply to internships this winter for placement in the Spring of 2022. At this point in my program, I have taken foundational nutrition courses, including Life Cycle Nutrition and Clinical Nutrition I

While this field experience practicum experience has been designed for students to complete on site at the health care facility, I understand that given the current state of the COVID-19 global pandemic, your facility may not be able to accept students on site, even next summer. If this is the case, however, we are being asked by our course instructor to work with our respective RDN preceptors to complete this course “virtually/online.” If your health care organization is unable to accept students for on-site practicum experiences in the Summer of 2021, the course has also been adapted for a complete online experience that is enhanced by engaging and meeting with an RDN preceptor regularly by phone, Zoom or another virtual meeting platform. With the mentorship of the RDN preceptor, I am expected to complete various course learning activities, which are organized through 14 worksheets and a case study. The attachment in this email provides an overview of all course expectations.

Would you be able to serve as my on-site RDN preceptor for my completion of this course? If your facility is unable to accept students in the Summer of 2021, would you then be able to serve as my “virtual/online” RDN preceptor instead?

If this field experience is completed on-site, which would be preferable, this commitment would involve the following:

- My attendance and active participation at your healthcare facility over the course of 6 – 10 weeks to work with you and/or other RDNs and foodservice managers that you designate.
- My work in an observational/shadowing capacity to learn about and experience the various topic areas within both clinical and administrative nutrition and dietetics at your facility. I would also be able to work on relevant nutrition and dietetics projects and work that you designate.

- Per the course expectations, students are not to be used to replace an existing employee
- Learning about key nutrition and dietetics topics through the completion of the 14 worksheets, which will require that I gather information about relevant practice at your facility.

However, if your facility is unable to accept students on site during the Summer of 2021, this commitment would instead involve:

- Having weekly meetings with you as my primary RDN preceptor and/or your designee over a course of a minimum of 6 to a maximum of 10 weeks, to learn about your Nutrition and Foodservice Dept.
- Obtain the relevant information on the various areas and topics in dietetics through the completion of the 14 worksheets and case study.
- As noted above, some of the phone conversations or meetings may not be with you directly, but rather with a clinical RDN or a manager at your facility that you designate and believe would be better able to answer the worksheet topic questions.

If you are able to serve as my RDN preceptor to complete my course either on-site or virtually/online, I have two additional questions:

- What would be your availability to work with me this summer between June 1st and July 24th 2021 as I complete my Field Experience course?
- What would be your expectations of me through this experience? For example, I would be available to learn from you through the completion of relevant dietetics work or projects that would be helpful to you and the department and which I could submit to you online.

Thank you so much for your consideration in serving as my RDN preceptor for the completion of my online/virtual Field Experience in Dietetics course this summer! ***Can you let me know if you would be able to serve as my RDN preceptor by Wednesday, March 15th?*** If you are able to serve as my preceptor, my course faculty and administrative assistant will follow-up with you to discuss “next steps” and complete a “Memorandum of Agreement” (as needed) between JMU and your healthcare facility

If you receive requests from more than one student for you to serve as a preceptor for our online experience of this course, we will work with you to coordinate the time we spend with you as our preceptor so that you can meet with two or more of us at the same time.

Thank you again for your consideration. I look forward to hearing from you!

Your name
James Madison University Class of 2022
Dietetics Major

Appendix B

James Madison University Didactic Program in Dietetics Preceptor Qualifications

Preceptor name (last, first, initial):

Preceptor employer:

Employer address:

Preceptor daytime phone:

Preceptor email:

Years preceptor has worked for
this employer:

How many hours per week
does this preceptor work for
this employer?

Has this preceptor previously
supervised students/interns?

Yes No

Preceptor's highest degree achieved:

Preceptor's professional credentials:

What licensure or professional certification is required for your role as a practitioner?

Check the rotations for this preceptor and facility:

Clinical Rotation

Foodservice Rotation

Community Rotation

Concentration Rotation

Other:

Other:

Describe continued competency (CPEs or other professional development) appropriate to precepting responsibilities in the past seven years:

Other Information:

Appendix C
Memorandum of Agreement between
James Madison University
and

(agency) _____

PURPOSE:

This Memorandum establishes an agreement between James Madison University (hereinafter University) and _____ (hereinafter Agency), regarding cooperation of the University Department of Health Professions/Dietetics field experience program (NUTR 490: Field Experience), a three credit-hour course offered during the summer semester each year. Since no financial obligation between the University and the Agency is involved, this agreement is focused on the activities and responsibilities of both parties.

GENERAL AGREEMENTS:

1. Both parties agree that the Agency retains ultimate responsibility for the standards and delivery of patient care, and the University retains ultimate responsibility for planning and conducting the Dietetics program.
2. To the extent permitted by Virginia law, James Madison University shall be responsible for the negligent or intentional acts or omissions of its agents or employees in connection with the agreement. The Agency shall be responsible for the negligent or intentional acts or omissions of its agents or employees in connection with the agreement. Nothing shall be deemed as an express or implied waiver of the sovereign immunity of the Commonwealth of Virginia.
3. The number of students using the facilities of the Agency at any time will be mutually determined by the University and Agency. This determination will include the total number of students placed. Placements will be determined in accordance with the purpose of the specific learning experiences.
4. The University will provide insurance coverage in accordance with the limits prescribed in the Commonwealth of Virginia Risk Management Plan; and sections 2.2-1837 and 2.2-1840 of the Code of Virginia.
5. General planning for the subsequent year will be arranged for by the University, and jointly discussed with the Agency, no later than April for implementation in the summer semester, which begins mid-May. This includes the tentative number of students to be assigned in the Agency, and the type of clinical experiences, which are explained in the Field Experience manual. A copy of the manual will be sent to the Chief Clinical Dietitian at this time. Specific dates and times of clinical experiences will be arranged between the student and the dietitians.
6. This agreement may be terminated by either party upon thirty (30) days written notice to the other. Unless terminated, it shall continue in force from year to year, subject to any amendment or modification which may be introduced at any time by mutual agreement.

RESPONSIBILITIES:

THE AGENCY AGREES:

1. To extend the use of the facilities to the Department of Health Professions/Dietetics students as agreed on by the University and the Agency.
2. To provide mechanisms for keeping Agency personnel informed about the philosophy, objectives, and implementation of the NUTR 490: Field Experience class.
3. To familiarize the Department of Health Professions/Dietetics faculty with services, purposes, policies and programs of the Agency and to assist them in keeping informed regarding changes in policies by providing opportunity to attend appropriate staff meetings and by providing materials in writing.
4. To assist in planning and implementing an orientation for Department of Health Professions/Dietetics students, as appropriate.
5. To collaborate with Department of Health Professions/Dietetics faculty in planning for, selecting and evaluating specific clinical experiences.
6. To provide facilities for emergency care to Department of Health Professions/Dietetics students injured during clinical experiences, and to notify the faculty representative when such emergency health care or services are provided. The student will be responsible for the cost of such services provided.
7. To permit the student to use the agency cafeteria during scheduled hours of experience; students shall pay for their own meals.
8. To notify the Department of Health Professions/Dietetics regarding any problems which might necessitate changes in plans and projections for clinical experiences.
9. To be involved in interaction with Department of Health Professions/Dietetics faculty and students as necessary concerning the student role and/or the conduct of projects.
10. To provide access for Department of Health Professions/Dietetics students to in-service programs offered by the Agency and to the use of the Agency library.
11. To provide identification badges for the students, as appropriate

THE DEPARTMENT OF HEALTH PROFESSIONS/DIETETICS AGREES:

1. To acquaint the Agency personnel with the philosophy, objectives, and program of the Department for the purpose of information and to provide an opportunity for discussion and interchange.
2. To provide Agency personnel with materials concerning purposes and objectives for the specific clinical experiences to be offered in the Agency.
3. To provide for the selection of student learning experiences by Department of Health Professions/Dietetics faculty and student in collaboration with Agency staff.
4. To provide Department of Health Professions/Dietetics faculty who will be responsible for

planning and evaluating the learning experiences of the students, in conjunction with the Agency staff.

5. To provide Department of Health Professions/Dietetics faculty who will work closely with Agency personnel to maintain the quality of service rendered to the Agency.
6. To work collaboratively with agency personnel in resolving situations where there are issues relative to students' performance or health status.
7. It will be mutually agreed that a student or faculty member whose health or behavior constitutes a threat to the safety and welfare of patients or staff will be removed from the clinical area.

STUDENTS: The University will advise students that they:

1. Will be responsible for all arrangements and expenses related to transportation for clinical experiences.
2. Will wear clothing which is acceptable to the Agency.
3. Will comply with written policies governing practice in the Agency.
4. Will report illness and absence to the Department of Health Professions/Dietetics and Agency.
5. Will have health insurance and malpractice insurance if required or assume financial responsibility for health care. Students recognize that they are NOT covered by hospital insurance.
6. Will provide written evidence of immunity to communicable diseases, if required by the Agency.

In Testimony Whereof, Witness the duly authorized signatures of the parties hereto:

HOSPITAL:

By: _____ Date: _____

By: _____ Date: _____

JAMES MADISON UNIVERSITY:

By: _____ Date: _____